



**NEW ACCOUNT SET-UP FORM  
CUSTOMER PROFILE SHEET**

Please fill out completely for new customers. Submit with credit application. Changes to existing customer profile can be submitted on this form.

Date \_\_\_\_\_

Customer name \_\_\_\_\_

Mailing address \_\_\_\_\_

Shipping address \_\_\_\_\_

**Contacts:**

Buyer \_\_\_\_\_

Phone number \_\_\_\_\_ Fax number \_\_\_\_\_

Email address \_\_\_\_\_

Accounts payable \_\_\_\_\_

Phone number \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**Invoices**

mail  fax  email to \_\_\_\_\_

Type of account:  Retail, multi location  Retail, single location  Distributor,

Dealer,  Catalog,  Buying Group \_\_\_\_\_

On line store \_\_\_\_\_

Back orders?  yes  No

Shipping confirmation?  yes  No

Sales Rep Agency \_\_\_\_\_

Rep name \_\_\_\_\_